



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

ASSISTANT MANAGER, TREASURER- TAX COLLECTOR

Class No. 002482

■ CLASSIFICATION PURPOSE

To assist in coordinating, directing and managing high volume accounting, cashiering, deferred compensation, central payment processing and property tax activities in the Department of the Treasurer-Tax Collector; to act in the absence of the Manager, Treasurer-Tax Collector; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

The Assistant Manager, Treasurer-Tax Collector classification is found only in the Department of the Treasurer-Tax Collector. Under direction, this class reports to the Manager, Treasurer-Tax Collector and is responsible for overseeing the first and second line supervisors in the department.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Assists in directing, planning and organizing work for the special functions, payment processing, financial, information, and treasury divisions.
2. Implements and monitors performance standards for the staff assigned to the functions managed.
3. Recommends revisions in policy.
4. Coordinates implementation of policy and maintains the Treasurer-Tax Collector Policy and Procedure Manual.
5. Assists in the management of automated accounts receivable operations.
6. Develops and implements customer service improvements.
7. Interprets the Revenue and Taxation Code, State Government Code, Bankruptcy Code, and Internal Revenue Service (IRS) and other rules and regulations required to operate the Department of Treasurer-Tax Collector.
8. May act in the absence of the Manager, Treasurer-Tax Collector.
9. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Treasurer-Tax Collector operations, responsibilities and procedures of the department.
- General governmental accounting, auditing, and bookkeeping principles and practices.
- California Revenue and Taxation Code, State Government Code, California Streets and Highway Code, property tax law, civil and bankruptcy law, and IRS rules and regulations.
- Fundamental banking practices governing deposit receipt processing, recording operations and banking concepts such as: float; compensating balances; electronic fund transfer; safekeeping; demand deposit; and trustee relationships.
- Management principles and practices associated with high volume automated accounts receivable operations.
- Cash management principles and practices for a large organization.
- Real estate and personal property terminology and procedures.
- Data processing and computer terminology and procedures.
- Rules of evidence and court procedures.

- Personnel management principles and practices relating to training, evaluation and supervision.
- Bond service management procedures and practices.
- Deferred Compensation principals, practices, and laws.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Organize and manage property tax and uniform tourist tax billing and collection operations to meet deadlines and peak workloads.
- Plan, assign, coordinate, direct and supervise the work of subordinate professional, technical and clerical staff.
- Prepare clear and concise statistical and analytical reports and maintain accurate financial records.
- Collect, analyze, develop and interpret financial and statistical information.
- Read, interpret and apply laws, rules and regulations relating to the operation of the Treasurer-Tax Collector.
- Perform a variety of difficult technical and administrative work related to the Treasurer-Tax Collector.
- Provide excellent and courteous customer service.
- Negotiate and manage contracts and agreements with banks, vendors, and service providers.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. A bachelor's degree in accounting, finance, business, public administration or closely related field, AND two (2) years of experience performing progressively responsible technical work in tax collection applying the California Revenue and Taxation Code or accounting and finance. At least one (1) year of this experience must have been at the supervisory level, administering a tax collection or treasury operation of a multimillion-dollar business or agency, OR
2. Five (5) years of experience performing progressively responsible technical work in tax collection applying the California Revenue and Taxation Code or accounting and finance. At least two (2) years of this experience must have been at the supervisory-level, administering a tax collection or treasury operation of a multimillion-dollar business or agency.

Note: A Certified Public Accountant (CPA) Certificate will be considered as meeting the education requirements. Possession of Certified Cash Manager Certificate from the National Certified Cash Management Association may substitute for one (1) year of the required experience.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: standing, sitting, bending and stooping, twisting of waist, side-to-side turning of neck; fine finger dexterity to operate keyboards and writing materials. Occasional: grasping, pushing, pulling and reaching above and below shoulder level. May occasionally lift and/or carry up to 50 lbs.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

May be a member of a team/department with responsibility for sponsorship of Enterprise Resource Planning (ERP) software applications in support of countywide operations of: human resource management; time keeping and reporting; payroll; accounts payable; and accounts receivable.

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None required.

Working Conditions

Office environment; exposure to computer screens. Incumbents are subject to frequent hostility and anger from public.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: March 07, 2001
Revised: October 2, 2001
Revised: June 15, 2004